



State of Wisconsin
Governor Scott Walker

TO: **Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
Training Staff
Child Care Coordinators**

FROM: Junior Martin, Director
Bureau of Program Integrity
Division of Early Care and Education
Department of Children and Families

DECE/BPI OPERATIONS MEMO

No: 17-54

DATE: 10/30/2017

Child Care

SUBJECT: Provider Overcapacity Warning Message

CROSS REFERENCE: [DCF 201.04\(5\)\(b\)3](#), *Wisconsin Shares Child Care Subsidy Policy Manual Chapter 4.8.1 and 4.11.1.2.2.3.*

EFFECTIVE DATE: OCTOBER 30, 2017

PURPOSE: The purpose of this operations memo is to inform child care workers of a new warning message in EBT Child Care Statewide Administration on the Web (EBT CSAW) that will occur when creating an authorization to a provider that may be over their regulated capacity for the number of children in care.

BACKGROUND: In the previous CSAW system a warning message was displayed when creating a new authorization if that authorization would put the provider overcapacity. In the EBT CSAW system when a worker creates an authorization the system will automatically count the number of current authorizations to the provider location and generate a "soft stop" warning message if the number of authorizations will likely exceed the provider's capacity.


POLICY: There are no changes to policy with this memo. The Wisconsin Shares Child Care Subsidy Policy Manual chapter 4.8.1 states that an agency may refuse to authorize to a child care provider if adding the child would put the provider overcapacity.

Any child care provided when the provider is overcapacity is not eligible for subsidy payment as the provider is out of compliance with their regulation during this period of time.

Chapter 4.11.1.2.2.3 states an overpayment will be assessed when a provider received reimbursement for care when the provider was in violation of the limits on the maximum number of children in care. Providers that are out of compliance with their regulation are subject to overpayments for the period in which they were out of compliance, as they are not considered

properly regulated during that period. A full overpayment will be assessed for every child for the time in which the facility was overcapacity.

New EBT CSAW Warning Message:

Please review the following warning	
	This authorization may cause the provider to be overcapacity. Contact provider if questionable. Press 'Submit' to continue.

PROCEDURE: If the overcapacity warning message is displayed in EBT CSAW when creating a new authorization, the following Front End Verification (FEV) steps should be taken to ensure that the new authorization will not cause the provider to be over their regulated capacity:

1. Review the Authorization page in EBT CSAW for the provider location to determine the provider's Night Capacity and Day Capacity.
 - a. Review the number of current authorizations to the provider location.
 - b. Determine the number of full time and part time authorizations currently in place for the provider location.
2. Based on the number of current authorizations, determine if the provider is overcapacity.
3. If the provider appears to be overcapacity for the current month, contact the provider to request additional information:
 - a. Before a new authorization can be written the provider must verify that they are not over their regulated capacity. Providers may verify this verbally and workers must enter case comments in either EBT CSAW or Cares Worker Web (CWW) to document the provider's statement.
4. After contacting the provider if it is determined that the provider is overcapacity, the authorization should be created to another provider.
 - a. If the provider is not overcapacity, the authorization may be created to the provider location.
 - b. If questionable, send an email to the BPI Technical Assistance mailbox at DCFBPITArequest@wisconsin.gov.
 - c. If you find reason to believe the provider is currently overcapacity, or has been operating overcapacity, report this either to your local child care fraud team or send an email to the DCF Child Care Fraud mailbox at DCFMBCHILDCAREFRAUD@wisconsin.gov.

CONTACTS:

For overpayment, retraction, fraud, or Chapters 3 and 4 of the Wisconsin Shares Child Care Subsidy Policy Manual, please contact the Bureau of Program Integrity (BPI) at DCFBPITArequest@wisconsin.gov.

For Wisconsin Shares Child Care policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO), Child Care Coordinators at BROCCPolicyHelpDesk@wisconsin.gov.

For Child Care CARES/CWW, CSAW and CCPI Processing Questions statewide and policy questions in Milwaukee County contact the Child Care Subsidy and Technical Assistance line at: childcare@wisconsin.gov or (608) 422-7200.